FINANCE SECRETARIAT

Issues orders *re.* Supply of Uniforms to Class IV Servants.

ORDER No. FD 5 RCE 63 DATED BANGALORE, THE 8TH MAY 1964
(VAISHAKHA 18, SAKA ERA 1886).

The question of economising expenditure on the supply of uniforms to Class IV servants was under consideration of Government for some time past.

2. It is directed that the existing mode of supply of clothing once in two years as per Rules in Appendix IV of the Manual of Contingent Expenditure and/or other specific orders in the matter may continue, subject to the condition that temporary Class IV servants who have put in less than five years service, should not be supplied free uniforms hereafter.

3. Orders modifying the existing Rules regarding supply to temporary Class IV servants will issue separately.

By Order and in the name of the Governor of Mysore,

N. S. BHARATH,
Deputy Secy. to Govt., F.D.

Sanction the Conversion of the Humnabad Sub Treasury into a Banking One.

READ—

Copy of letter Cy. No. 5347/93 (3) H-63/64 dated 18th April 1964. from the Chief Accountant Reserve Bank of India, Central Office, Bambay-1, addressed to the Chief Officer, State Bank of India, Subsidiary Banks Section, Central Office, Bombay.

The Chief Accountant, Reserve Bank of India, Central Office, Bombay has requested Government for issue of orders in respect of the transfer of cash business from the Humnabad Sub-Treasury to the branch of the State Bank of Hyderabad.

ORDER No. FD 14 RBC 64, BANGALORE, DATED THE 16TH MAY 1964.
(VAISHAKA 26, SAKA ERA 1886).

Sanction is hereby accorded to conversion of the Humnabad Sub-Treasury into a banking one and to the transfer of cash transactions of the Sub-treasury to the local branch of the State Bank of Hyderabad. The actual date of transfer of cash work will be notified by the Deputy Commissioner, Bidar, in consultation with the State Bank of Hyderabad, Hyderabad. That date will hereafter be referred to as the 'appointed date'.

2 The special steps to be taken on the eve of conversion of the Sub-treasury into a Banking one and the classes of cash transactions to be taken over by the Bank are detailed in Annexure 'A' to this order.

3 On and after the 'appointed date', the branch of the Bank will conduct the cash business of the Sub-treasury and render daily accounts to the Sub-treasury Officer, Humnabad, in the manner laid down in the rules in the Mysore Treasury Code and in the compilation of the Central Treasury Rules.

4 For the conduct of the cash transactions that will continue to be handled at the Sub-Treasury, a permanet advance of Rs. 1000 (Rupees One thousand only) is sanctioned. The amount may be drawn by the Sub-treasury Officer, Humnabad from the Bank on a simple receipt. The expenditure out of the imprest should be recouped daily, the connected receipts if any, being remitted to the Bank and the amount paid being drawn from the Bank, separately, for each class of transactions.

Should a demand be presented at the Sub-treasury which cannot be met out of the balance of the permanent advance, the Sub-treasury Officer, Humnabad may draw the extra amount required from the Bank on a payee's receipt indicating the purpose for which money is required and furnishing a pay order thereon.

5 The normal cash balance fixed for this Sub-treasury should be treated as withdrawn with effect from the appointed date, and the normal balance fixed for the District as a whole reduced correspondingly.

6 The District and Sub-treasury Officer should follow strictly any instructions that the Accountant General may issue in the matter.

7 Proposals should immediately be made by the Deputy Commissioner to the Government in the Finance Department through the Divisional Commissioner in regard to the disposal of the staff of the Sub-treasury becoming surplus, if any, in consequence of these arrangements.

8 The Police guards required for guarding the chest in the Bank premises may be provided by the Inspector General of Police, if required by the Bank under the usual terms.

9 The Deputy Commissioner is requested to make adequate arrangements to effect the transfer on the appointed date under report to the Government in the Finance Department as well as to the Divisional Commissioner. He is also requested to see that the changes are effected smoothly and maximum convenience and guidance are afforded to other Departments and the General public in the first few days to obviate inconvenience to them.

10 The Deputy Commissioner is also requested to depute an official experienced in Banking Treasury work to the Sub-treasury for about a week to enable the staff to become familiar with the new arrangement.

11 New forms and registers required at the Sub-treasury for immediate use should be spared from the District Treasury and an indent placed with the Director, Government Printing and Stationery, for future supply.

By Order and in the name of the Governor of Mysore,

N. S. BHARATH,

Deputy Secy. to Govt., F. D.

ANNEXURE–A

1 The Cash Balance of the Sub-Treasury on the opening of the 'appointed date' should be remitted to the Bank of the same day upon a separate challan for credit to the head "Cash Remittances between Treasuries—Reserve Bank of India" under advice to the Government in the Finance Department and the Accountant General.

2 The cash transactions connected with the following items of work will be conducted at the Sub-Treasury itself as heretofore. The remittance of money or the payees, as the case may be, need not in such cases go to the Bank for their transactions:—

(*a*) Disbursement of Indian Military Pensions (on muster rolls).

(*b*) Collection of Land and Excise Revenue, transactions of Muzrai Funds, V.P. Funds, etc., connected with the Taluk Accounts.

(*c*) Transactions on account of receipts and payment under Savings Bank.

(*d*) Any other items of work to be specified by Government.

N.B.—The amounts collected at the Sub-treasury should be remitted to the Bank daily under challans indicating the Head of account. Separate challans should be used for different major heads. Amounts disbursed from the permanent advance should be recouped from the Bank daily on simple payees' receipts furnishing classification similarly.

Amounts required for disbursement in excess of the balance of the permanent advance should be drawn from the Bank on simple payees' receipts, furnishing the heads of classification in the same way.

3 Pensioners will be paid their pension at the Bank on Pay Orders issued by the Sub-treasury Officer.

4 Taxes and fees on motor vehicles hitherto collected at the treasury will on and after the 'appointed date' be collected at the Bank direct. The licenses, etc., will be issed by the authorities concerned as usual on surrender of the challan receipted by the Bank and after verification of the credit for the taxes or fees paid in the Treasury Accounts.

5 General, Court Fee, Postal and other stamps including Postal Stationery will be issued at the Treasury itself even after the 'appointed date'.

6 Cases, where remittances into and drawal from the Bank may be arranged directly without obtaining an authorisation from the Treasury Officer are specified in Annexure 'B'. In other cases, the documents on which money is presented or payment claimed at the Bank should have the authorisation of the Sub-Treasury Officer. The challans or bills so authorised, if not presented to the Bank within ten days of their authorisation require revalidation by the Treasury Officer.

7 The prescribed form of challan alone should be used for all remittances into the Bank. The forms will be supplied by the Sub-Treasury.

8 Cheques on Banks received by Government Officers in payment of Central or State Government dues or in settlement of other Government transactions should be remitted to the Bank direct. Such cheques should be endorsed in favour of the Bank in all cases. Form M.F.C. 3 (Bank) itself may be used as challan in such cases. Pending realisation of the amounts thereof a receipt or token for the cheque only will be given by the Bank in the first instance. The final receipt will be delivered to the parties by the Bank soon after the cheques are cleared.

There will be a daily clearance of cheques accepted and the transactions will be included in the daily account rendered to the Sub-Treasury after the cheques have been cleared.

NOTE :—The Bank reserves to itself the right to refuse to accept cheque, the collection of which in its opinion, cannot reasonably be undertaken and which it would not accept on behalf of its own constitutents,

9 Cheques drawn by Government Officers for drawing funds from the Bank should be addressed to the Bank and not to the Sub-Treasury Officer. Such cheques are negotiable. Until new cheque forms are printed, the required correction may be made in the existing forms in manuscript or rubber stamp. Such alterations do not require attestation. Cheque books will not be supplied by the Bank. They will be supplied by the Sub-Treasury, as at present.

NOTE :—Cheques issued by such officers on the Sub-Treasury previously and remaining unpaid on the 'appointed date' will be cashed at the Bank direct subject to the rules of currency etc. The information required by the Bank in this behalf will be furnished by the Sub-Treasury as indicated at para 10 *infra*.

10 The Sub-Treasury Officer will arrange to forward to the Bank one week in advance of the 'appointed date' the specimen signature of the Government officers authorised to operate on the P. D. and other accounts at the Sub-Treasury Copies of standing instructions, if any, in the assignment, drawing or P. D. Accounts, together with the correspondence pertaining to stopped cheques, etc., should also be forwarded to the Bank on or before the 'appointed date'.

11 All officers drawing cheques on the Bank should furnish to the Bank, on the 'appointed date' a list of their cheques issued prior to the 'appointed date' and outstanding payment on that date by obtaining the necessary information from the Sub-Treasury.

12 Monthly pay bills of Government officers and offices should be presented at the Sub-Treasury for scrutiny three days in advance invariably as prescribed in Article 80, Mysore Financial Code, 1958. Such pay bills with the Pay Order of the Sub-Treasury Officer on the Bank will be delivered on the last working day. Bills presented for audit should be merely signed without receipting the contents, which should be done only after the bill is received back from the Sub-Treasury with pay orders and before presentation at the Bank.

ANNEXURE-B

Transactions in respect of which the challans, cheques or refund orders need not pass through the Sub-Treasury Officers, before presentation at the Bank.

Payments into the Bank

1 Remittances of Sales-Tax in the special forms prescribed.
2 Remittences of Forest Revenue.
3 Remittances of Civil and Criminal Courts Deposits.
4 Remittances of Fees, fines, etc., by Criminal Courts.
5 Remittances of Food Depots,
6 Remittances of Income-tax Revenue.
7 Remittances of Union Excise Duties.
8 Remittances of Life Insurance Premia relating to Government Insurance Department.
9 Remittances of into Personal Deposit Accounts kept at the Bank.
10 Remittances of other items on challans which have been signed or attested by the Departmental Officer on whose behalf the moneys are credited.
11 Remittances of amounts on special printed forms of challans.

Drawal from the Bank

1 Cheques drawn by Government Officers on Personal Deposit Accounts kept at the Bank.
2 Cheques drawn by the Officers of the Judicial Department against Personal Ledger Accounts
3 Cheques drawn by Public Works Department.
4 Cheques drawn by Forest Department.
5 Cheques drawn by Government Commercial Undertakings.
6 Cheques drawn by Government Insurance Department.
7 Cheques drawn by the Chief Accounts Officer, Mysore Electricity Board.
8 Cheques drawn by the Bursar, Mysore University.
9 Refund Orders of the Income-Tax Department.
10 Cheques of the Postal Department.
11 Cheques of the Defence Department.
11 Refund orders of the Sales-Tax Department.

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